

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

Brown County Library Board Meeting, **October 20, 2016 at 5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, downtown Green Bay, WI**

PRESENT: MIKE AUBINGER, NATHAN JESKE, DAVID RUNNING, JOHN VAN DYCK, JOHN VANDER LEEST and CHRISTOPHER WAGNER

EXCUSED: CHAD BIANCHI, MARISSA MELI, and BOB NIELSEN

ALSO PRESENT: Brian Simons, Curt Beyler, Lori, Denault, Sue Lagerman, and Emily Rogers (staff); Brown County Supervisor Guy Zima.

I. CALL TO ORDER President Aubinger called the meeting to order at 5:19 p.m.

II. APPROVE AGENDA AND MINUTES

There were no changes to the agenda or minutes. **Motion** by Vander Leest, seconded by Jeske, to approve the agenda and the September meeting minutes. **Motion carried.**

III. COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC None.

CLOSED SESSION

Open Session: Discussion and possible motion with roll call vote to convene in closed session. **Motion** by Vander Leest, seconded by Wagner, to move into closed session. Roll call vote: Aye: Jeske, Van Dyck, Vander Leest, Running and Aubinger. Nay: None. **Motion carried.**

Closed session: Pursuant to Wis. Stat. § 19.85(1)(e), any meeting of a governmental body may be convened in closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require closed session - discuss and negotiate with developer, Lexington Realty International, a possible future East Branch Library site at East Town Mall.

Motion by Jeske, seconded by Wagner, to return to open session. **Motion carried.**

Reconvene in Open Session: Approve any action that may have been recommended in Closed Session.

It is the feeling of the Board to continue to consider the East Town Mall location as an option. The Board supports proceeding with the feasibility study proposed to be conducted by HGA. If the mall turns out to be a viable option, a letter of intent will be submitted to the developer. At this time, a letter will be sent indicating that the mall is one of three options being seriously considered along with library minutes and agendas as needed. **Motion** by Van Dyck, seconded by Running, to suspend the rules and open the floor to allow Supervisor Zima the opportunity to address the Board. **Motion carried.** Supervisor Zima noted that the developer has depicted that the library participation is critical to deal. He questioned why the Library Board is considering a rent that is two and a half times the current rent. He thought the County Board (funders) should have been talked to before any talks with the developer took place. He brought up that there had been a proposal last year to close a branch to balance the budget and doesn't understand why there is a willingness to increase costs. He doesn't feel the mall developer should be encouraged. Aubinger reiterated that there are three options being considered for a future East Branch and the Library Board plans to investigate all three options and decide on the best one. The Library Board will go to the funders after the feasibility study evaluating all three sites is complete. He expressed that he doesn't think the county should spend \$300,000 on Pulaski when the East Branch is a true need but they are. Zima again stated that it is not fair to lead them (the developer) along if not a viable option.

Motion by Van Dyck, seconded by Wagner, to return to regular business. **Motion carried.**

Vander Leest asked if the Ad Hoc East Branch Committee is dissolving. It was agreed, per Running's suggestion, that the committee (Simons, Vander Leest, Van Dyck, Bianchi, and Running) could evaluate the HGA feasibility assessment, once complete, and report back to the Library Board. Simons meets with BCL Foundation, who will be asked to fund the study on November 3. HGA should be ready to get started right away.

Van Dyck would like to see a communication sent to the City of Green Bay stating that the East Town Mall location is one of three options and these sites are under consideration only at this time.

Supervisor Zima left the meeting at 6 pm.

IV. LIBRARY BUSINESS

A. Financial Manager's Report, Bills and Donations

There were no bills out of the ordinary. The personnel line item is looking improved due to savings achieved through leave reimbursement (short-term disability) and open positions. An overage is still projected but upcoming situations may change that. Simons spoke with the County's Finance Director who agrees that money previously set aside for employees' payouts (banked sick leave, etc. paid out at retirement) and held at the County should follow the library's employees. This is an employee benefit. A designated fund exists for employees funded by county. About \$36,000 would be owed to the library for the sick leave payouts the library funded since 2013, and an additional amount for banked vacation. Another roughly \$80,000 in liabilities currently still exist in just sick leave payouts; including banked vacation, this would be more. Van Dyck asked for this topic to be added as a specific line item for Ed & Rec meeting. **Motion** by Vander Leest, seconded by Jeske, to approve the September, 2016 financial report and September, 2016 Gifts, Grants and Donations as follows:

**Brown County Library
Gifts, Grants & Donations Report
September 2016**

Gifts & Donations

09/07/16	Vickie Bettinger-In Memory of John Bettinger	325.00	Adult Titles and/or CD's, DVD's
09/07/16	John & Gisela Brogan-In Memory of John Bettinger	100.00	Adult Titles and/or CD's, DVD's
09/07/16	Patricia & Douglas Stading-In Memory of John Bettinger	20.00	Adult Titles and/or CD's, DVD's
09/07/16	Ted & Jane Conrad-In Memory of John Bettinger	20.00	Adult Titles and/or CD's, DVD's
09/07/16	Louis Seiler-In Memory of John Bettinger	50.00	Adult Titles and/or CD's, DVD's
09/07/16	Sisters of St. Francis of the Holy Cross	200.00	Cellcom Children's Edible Garden
09/07/16	Anonymous	10.00	Ashwaubenon Furniture
09/14/16	Jeff & Carey Wickman Family-In Memory of Jeff Kaftan	20.00	Adult Titles
09/14/16	Kathleen Maloney/Mark Villwock-In Memory of John Bettinger	50.00	Adult Titles and/or CD's, DVD's
09/14/16	Lexi & Mike Nelsen & Family-In Memory of John Bettinger	25.00	Adult Titles and/or CD's, DVD's
09/14/16	Jolayne & Jerrold Ollmann-In Memory of John Bettinger	25.00	Adult Titles and/or CD's, DVD's
09/14/16	Dawn Cavi-In Memory of John Bettinger	25.00	Adult Titles and/or CD's, DVD's
09/14/16	Mary Zaborski	1,000.00	Children's Programming
09/14/16	K. Pelishek	10.00	Ashwaubenon Furniture
09/21/16	Branch Buddies of the Brown County Library	381.86	Programming & Supplies
09/28/16	Karen & Steven Sumnicht - In Memory of John Bettinger	65.00	Adult Titles and/or CD's, DVD's
09/28/16	Bank of Kaukauna - In Memory of John Bettinger	200.00	Adult Titles and/or CD's, DVD's
09/28/16	Friends of Brown County Library	489.54	Programming & Supplies
09/30/16	Kathy Goldman-In Memory of Enid Smeall	25.00	Children's Materials
	Ashwaubenon	38.59	Donation Box
	Bookmobile	3.50	Donation Box
	East		Donation Box
	Weyers/Hilliard	15.25	Donation Box
	Central Circulation	53.80	Donation Box
	Kress		Donation Box
	Pulaski	28.25	Donation Box
	Southwest	27.74	Donation Box
	Wrightstown		Donation Box
	Total Donations	\$ 3,208.53	

Federal & State Grants

9/30/2016	Nicolet Federated Library System	\$ 4,555.18	Collection Development
9/30/2016	Nicolet Federated Library System	2,083.33	Technology Grant
	Total Grants	\$ 6,638.51	

Motion carried.

V. APPROVE CHILD SAFETY POLICY Motion by Vander Leest, seconded by Running, to approve the Child Safety Policy. **Motion carried.**

VI. APPROVE LIBRARY SECURITY INTERN POSITION DESCRIPTION Simons explained that the current security firm indicated that they were not interested in renewing their contract that expires 10/31 at the current rate. They would renew at double the rate. The library felt that better service could be found for a reasonable rate. With the suggested intern position, a few more coverage hours would be gained. This security intern position is modeled like those in the city's CSI program. Running asked if there are any liability issues with the county having a security officer. The intern would be a library employee. **Motion** by Vander Leest, seconded by Wagner, to amend the rules in order to combine agenda item 6 and 7 and to approve the library security intern position contingent on Corp Counsel's and Risk Management's approval and to approve the budget adjustment to transfer funds from contracted services to personnel for the library security intern. **Motion carried.**

VII. APPROVE BUDGET ADJUSTMENT TO TRANSFER FUNDS FROM CONTRACTED SERVICES TO PERSONNEL FOR LIBRARY SECURITY INTERN

VIII. APPROVE 2017 RESOURCE LIBRARY AGREEMENT Simons noted that the only change (in 2B) gives more flexibility for NFLS to provide funds for a different (not designated) database. **Motion** by Vander Leest, seconded by Running, to approve the 2017 Resource Library Agreement. **Motion carried.**

IX. FACILITIES REPORT

A. Facilities Manager's Report Central bathrooms renovation update: the second and third floors will be complete around mid-November; the lower level by the end of November, and the first floor by Christmas. The Kress study rooms will be constructed over the next two months. This project can be completed done during open hours.

B. Update on East Branch Facility Options No update. The Board will review the feasibility study once complete.

X. PRESIDENT'S REPORT No report. Wagner commented that he was not pleased with the disparaging remarks about the director made by Supervisor Zima. The Library Board supports the actions of the director. In support of moving forward on a new East Branch, Jeske asked, "What facilities get noticed - it's those that have been invested in. If there is a good case and valid case to invest money, it should be done. A modern facility also improves staff retention and is an attraction to public." Aubinger supports buying and does not favor rent. Vander Leest commented that other locations have needs and the board shouldn't put all its eggs in one basket - the needs of the other branches should be determined. Aubinger replied that approach works year by year but this is a long-term scenario and it is in the best interest of the library to own long-term. Issues with rented building (East) have been going on for 20 years. Simons also noted that we can't be short-sighted on need for size. It is important to build to the size we need for the future.

XI. LIBRARY DIRECTOR'S REPORT Simons followed up with the Boys & Girls Club on a co-lease option. While they have an interest, they are not in the position to move forward at this time. Aubinger asked if other non-profits have been approached. Vander Leest suggested that the GGBCF could send a letter. This could be pursued after a plan has been determined.

September was library card sign up month and at least 396 replacement cards were issued system-wide. The Weyers-Hilliard/Pulaski supervisor has resigned and has accepted the position as director of the Manitowoc Public Library. This opening now provides the opportunity to restructure. At Central, the Circulation and Books & More desks have been combined to one "Customer Service" service point. These departments will also be merged which result in freeing up staff.

Ed & Rec met and the library's budget was presented. Approved were \$12,332 for self-check replacements at the East and Ashwaubenon branches and one personnel request totaling \$22,057 to increase the hours of 37.5 hour Youth Services staff to 40 hours per week.

XII. OLD BUSINESS None.

XIII. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW None.

XIV. ADJOURNMENT

Motion by Jeske, seconded by Running, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 6:50 p.m.

NEXT REGULAR MEETING

Note date: December 8, 2016

Central Library | 5:15 p.m.

Respectfully submitted,
Dr. Christopher Wagner, Library Board Secretary
Sue Lagerman, Recording Secretary